

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DHR1517029
POSITION NO: 942930
CLASS CODE: 1519

Date Posted: 09/24/12
Closing Date: 10/05/12

POSITION TITLE: ACCOUNTANT
DEPARTMENT NAME: Department of Child Support Enforcement
DEPARTMENT NO: 151 WORKSITE LOCATION: St. Michaels, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A
Days: Monday - Friday Permanent: ☒
Hours: 8:00 a.m. - 5:00 p.m. Temporary: ☐ Duration: \$ \$34,944.00 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ \$16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Under direction, supervises, and perform difficult technical accounting work, prepares financial reports on a monthly and quarterly basis for further review by program director and division. Reviews program reports and updates agency staff on funds balances and availability. Analyzes monthly financial reports (FRS) of departmental transactions and reviews program account statement for compliance with appropriate fiscal policies and procedures. Updates monthly program expenditures. Ensures that funds are available before submitting to financial services for processing. Assists in the preparation and submittal of annual program funding proposals and proposed budgets to contracting agencies. Establishes and maintains a recordkeeping system of program budgets, financial transactions, vendor files, and financial reports. Responsible for coordinating and assisting financial services in the preparation of program's final financial reports and closeout of all program expenditures and open commitments as program fiscal year expires. Assists program director as required on projects that requires financial research or supporting documentation. May frequently supervise other staff on a delegated basis and delegate tasks and responsibilities to others. Performs other assigned duties.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Accounting, Finance, Business Administration, or closely related field; and

Experience:

one (1) year of accounting experience; **or** a Master's degree in Accounting, Finance, Business Administration or closely related field.

(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diplomas, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of Generally Accepted Accounting Principles, public relations, computerized accounting systems and application including general software applications. Skill in performing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and sources budgets using automated spreadsheet and word processing systems. Skill to establish and maintain effective working relationships.

License/Certification Requirements:

PREFERRED: Valid Drivers License and must be able to obtain Navajo Nation Tribal Vehicle Permit

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99